



TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES

SENIOR LEGAL TYPIST

DEPARTMENT OF INDUSTRIAL RELATIONS OCCUPATIONAL SAFETY & HEALTH APPEALS BOARD

Position: Senior Legal Typist

Salary Range: Range A \$2,419 - \$2,941
Range B \$2,704 - \$3,285

Location: Sacramento

Duties: Under the supervision of the Presiding Administrative Law Judge (PALJ) and lead of Administrative Law Judges (ALJs), performs a variety of secretarial duties. Incumbent will assist ALJs to schedule and maintain their prehearing/hearing calendars, prepare draft and final documents for all ALJ Orders and Decisions either from dictation or handwritten work, including summary tables and proofs of service. Prepares and distributes copies of all ALJ Orders and Decisions to the parties as well as within the Board and then closes the ALJ and Master files on each case. Within the above general description, receives all draft Orders and Decisions from ALJs, checks all essential details against the master files and proof-reads the documents. Prepares prehearing files for ALJs including composing the prehearing notices to the parties. Coordinates prehearing schedules and receives requests for continuance and modifications of prehearing dates and times. Makes travel arrangements for ALJs and prepares their TECs. Answers telephones and directs calls to appropriate staff members. Assists in conference call arrangements for prehearings and other telephone conferences. Updates ALJ desk copies of Title 8, Board's Decisions After Reconsideration, and ALJ Decision files. Assists with library upkeep. Assists the Southern California Hearing Operations Unit and the Legal Unit when necessary. Incumbent must be familiar with Microsoft Windows XP Professional software and will learn Board-specific Oracle database. Other duties as required.

SROA and Surplus Employees will be given first consideration and are encouraged to apply.

Current State employees who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations
Occupational Safety & Health Appeals Board
2520 Venture Oaks Way, Suite 300, Sacramento, CA 95833
Attention: Sharon Gill or call (916) 274-5751
[Send faxed applications to: (916) 274-5786]

Applications accepted until position filled

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.